ANNOUNCING
On-Line Renewal

Kentucky's operators are now able to renew their licenses on-line! As long as you have earned sufficient continuing education credit hours, you can renew your certification license in just minutes. This new process eliminates the hassle of completing renewal forms and mailing checks. All you need is an internet connection and a valid credit card.   After completing the easy to use on-line process, your new wallet card will be mailed to you.

To complete your renewal on-line go to
www.dca.ky.gov/certification
and follow the link to "e-search"

Follow these easy steps to renew on-line

1. **Enter your agency interest number, license number or last name in the box on the license eSearch page. "Click" on the search button**

2. **When the License Search Results are listed, find your license and click on "Licensee Details" link in the first box of the table.**

3. **On the screen that opens, review your information and verify that your address and employment history are correct. If any information is not correct, call DCA at (800) 926-8111.**

4. **In the last box of the table you will see either "Add to Shopping Cart" or "Can Not Pay". If "Can Not Pay" is shown, you can click on that statement and a window will open that explains why you are not able to renew on-line. If "Add to Shopping Cart" is shown, you can click on the Add to Shopping Cart to renew the license.**

5. **After you click on "Add to Shopping Cart", a payment screen will be displayed. Verify that the license you want to renew is listed. If you wish to add another license to your shopping cart, click "Continue Shopping".**

6. **When all of the licenses that you want to renew are listed, complete the billing information fields.**

7. **After entering your billing information continue to the bottom of the page and select the "Pay Now" button**

An e-mail confirmation will be sent that your request has been submitted to the operator's certification program. After the renewal application is approved, operator certification staff will complete your wallet card and mail it to the operator at the address on file.